

ANGELS CAMP MUSEUM COMMISSION MINUTES

Thursday, March 17, 2011
Angels Fire House

Members Present: Bob Petithomme, Lee Croletto, Tad Folendorf, Anne Forrest, Kymberly Flaigg, Craig Hadley, Jack Johnson, Jack Lynch, Renée Minard-Menzes

Others Attending: George Fry, Judith Marvin, David Richards

I. Call to order

Chairman Bob Petithomme called the meeting to order at 8:35 am

II. Approval of Minutes

MOTION by Commissioner Forrest, seconded by Commissioner Johnson to approve the minutes of the February 17, 2011 meeting. Motion approved.

III. Public Comment – George Fry commented on recent articles in the *Lode Star* on museums in the area but nothing on the Angels Camp Museum. Director Hadley has contacted the *Calaveras Enterprise* to address this.

IV. Old Business

Director Hadley will present the Donation Policy to the Commission in May.

There will be a Long-Term Strategic Planning Workshop later in the year following his presentation of short-term goals.

Murphys plumbing has connected the propane for the heat in the Carriage House. Dave Richards will submit a work order for the completion of the work by City employees.

Chairman Petithomme has been working to complete the Print Shop exhibit. He is meeting with a party regarding a loan or donation for the equipment.

V. Reports

Director Hadley thanked everyone for their warm reception and sharing their ideas for the museum. He will be assessing the museum and staff and completing a training manual. After the approval of the training manual, he will conduct a six-month evaluation of the staff.

An admission price change is tabled until the next meeting.

One new clerk has been hired and training started on March 17. There is still one more position open and many applications have been received. Interviews will be scheduled soon.

Many items were acquired from Blockbuster Video for \$200 – they include tables, file cabinets and display shelves.

The Centennial Committee has met once and another meeting is scheduled for March 30. Commissioner Forrest reviewed some of the proposed plans. George Fry questioned newspaper coverage and Commissioner Forrest will be releasing information to the press.

Director Hadley is preparing a Short-Range Strategic Plan that will be presented to the Commission.

Director Hadley is submitting a grant for \$10,000 for an Educational Outreach Program.

Sam Choy Building – Director Hadley reviewed the possible advantages of acquiring this building for the museum.

Building & Grounds Improvements & Immediate Project – Director Hadley presented proposals for needed work for the building and grounds. (Proposed changes are attached)

Commissioner Johnson explained the problem of a leaking wall at the Museum. It needs to be reviewed by the City Engineer as there are several factors involved in the repair. He will present a request through David Richards for the City Engineer's review.

Commissioner Croletto reviewed the status of the current budget. There will be a Finance Committee meeting following the Commission meeting.

VI. City Council Report

Councilman Lynch suggested additional signage for the Museum. Director Hadley will obtain an estimate.

The City Council is reviewing the residency requirements for the Commission members and report back with the recommendation soon.

VII. Museum Foundation Report

Judith Marvin distributed a Foundation Report outlining recent activities and future plans.

Ms. Marvin has a possible candidate for a summer intern and will meet with Director Hadley to discuss it.

Ms. Marvin needs to find storage for a box of old records – she will contact Dave Richards to see if the City has a cabinet that can be used.

Ms. Marvin has a friend that may be disposing of a collection of Asian artifacts. She will meet with Director Hadley to discuss this.

VIII. Action Items

- A. Rack Card Ordering – An order of 5,000 cards will cost \$360. MOTION by Commissioner Forrest, seconded by Commissioner Johnson to approve this purchase. Motion approved.
- B. MOTION by Commissioner Croletto, seconded by Commissioner Forrest to proceed with contacting David Richards regarding adding the Sam Choy Building to the museum. Motion approved.
- C. MOTION by Commissioner Croletto, seconded by Commissioner Johnson to proceed with possibilities of building changes as outlined in Director Hadley's proposal. Motion approved.
- D. MOTION by Commissioner Folendorf, seconded by Commissioner Forrest to explore the possibilities of grounds improvements as outlined in Director Hadley's proposal. Motion approved.
- E. MOTION by Commissioner Folendorf, seconded by Commissioner Minard-Menzes to purchase a digital voice recorder for meeting minutes. Motion approved. Councilman Lynch suggested inquiring with the City Staff if there is an extra one available. George Fry volunteered to purchase one if needed.
- F. Secretary for the Commission – Councilman Lynch suggested that Director Hadley speak with David Richards about a City employee assuming this role.

IX. INFORMATION & DISCUSSION ITEMS

Commissioner Forrest showed recent publications available at the Visitors Bureau with articles on Angels Camp.

Commissioner Forrest has newspaper clippings for several years regarding the Museum.

The Visitors Bureau has a Facebook 101 class scheduled for March 30 at the Calaveras County Fairgrounds.

Commissioner Flaigg will set up a Facebook page for the Angels Camp Museum. Director Hadley will maintain it.

Commissioner Minard-Menzes noted that three commission members' terms will expire in June. City Clerk Mary Kelly coordinates advertising for applicants.

X. DATE AND PLACE OF NEXT MEETING

The next meeting of Museum Commission will be held on Thursday, April 21 , 2011 at 8:30 am at the Angels Firehouse

XI. ADJORNMENT

The meeting was adjourned at 10:45 a.m.

Minutes submitted by: Commissioner Minard-Menzes